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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

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U. S. Department of Agriculture

July 29, 1935.

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND SECTION CHIEFS

It is suggested that Budget and Finance Circular No. 13 be brought to the attention of all field employees who perform travel on Government expense, as well as employees traveling from Washington.

The necessary copies of this circular should be obtained from Mr. J. A. Short, Chief, Clearance Section, Room 6726.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

TS MM

STATE OF NEW YORK
IN SENATE
JANUARY 1, 1901

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE

APRIL 1, 1899

ALBANY: J. B. LEECH, STATE PRINTER, 1901.

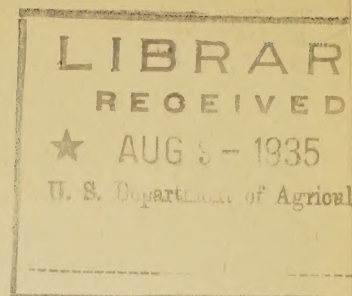
PRICE, 10 CENTS.

FOR SALE BY THE STATE OF NEW YORK

AT THE OFFICE OF THE COMMISSIONER OF THE LAND OFFICE

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



July 30, 1935.

MEMORANDUM FOR ALL SECTION CHIEFS

The following memorandum has been received from Mr. Joseph Haley, Chief, Division of Operations. This should be called to the attention of all employees.

"The National Park Service, which is responsible for the maintenance and cleaning of the South Building, reports that advertisements of various kinds have been found tacked up in the women's toilets in the South Building. Some of the notices read like the Want Ads in a newspaper. Paragraph 712 of the Administrative Regulations prohibits the display of advertising matter in the buildings of the Department.

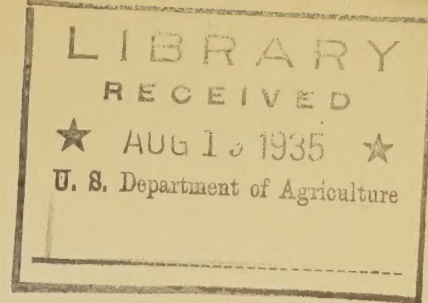
"Please instruct your employees to discontinue the posting of these notices."

A handwritten signature in cursive script that reads "T. Weed Harvey".

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



August 7, 1935.

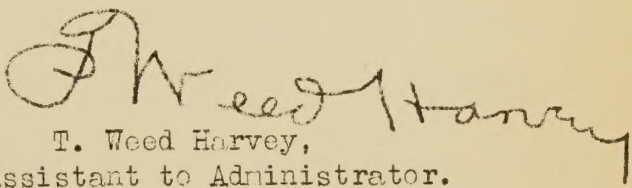
MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

All cases of injury to employees in which compensation is claimed under the U.S. Employees' Compensation Act of 1916 should be reported to and handled by the Personnel Section, Office of Business Management.

It has come to my attention that a number of cases of this kind have in the past been handled by various sections direct with the U. S. Employees' Compensation Commission, thus leaving the Personnel Section with no record of any kind in connection with these cases. This practice should be discontinued.

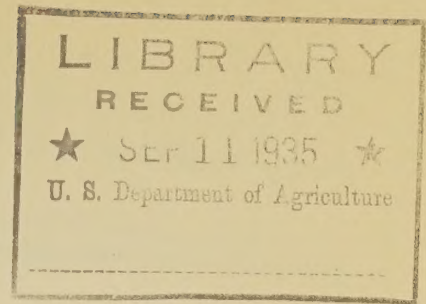
All correspondence now in the files of any section of the Agricultural Adjustment Administration regarding cases involving the U. S. Employees' Compensation Commission should be turned over to the Personnel Section, and in future all contacts with the Commission should be made through that Section.

This applies to all cases affecting employees who are paid from Agricultural Adjustment Administration funds, whether in Washington or in the field.


T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



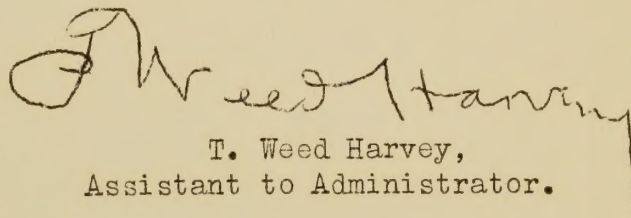
September 4, 1935.

MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND SECTION CHIEFS.

Effective immediately, all vouchers (such as reimbursement, 1034, etc.), requests for letters of authorization, travel orders, applications for advance of funds, correspondence relating to office space in the field, bids for acceptance, telephone and other contracts heretofore routed to the Office of Business Management, will be sent direct to the Administrative Audit Section, 801 E Street, N. W., after proper approval by the Division concerned.

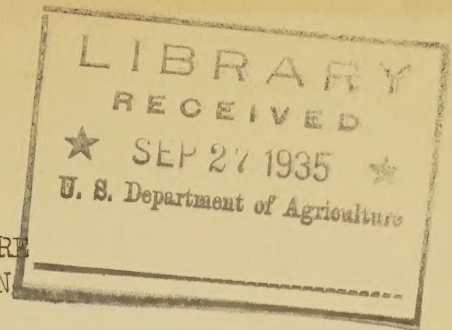
Requests for letters of authorization heretofore submitted in triplicate will now be submitted in single copy.

Surety bonds for advance of funds for travel purposes, after proper approval by the Solicitor's Office, will continue to come direct to the Office of Business Management.


T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



September 17, 1935

MEMORANDUM FOR DIVISION DIRECTORS AND
SECTION CHIEFS.

Before any employee in any division or section of this Administration is approached concerning a transfer to any other division or section in the Administration the matter must first be discussed and agreed to with the head of the division or section concerned.

Chester C. Davis
Chester C. Davis,
Administrator.

THE STATE OF NEW YORK
IN SENATE

JANUARY 1, 1901.

REPORT

OF THE

COMMISSIONERS OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE

APRIL 1, 1899.

ALBANY:

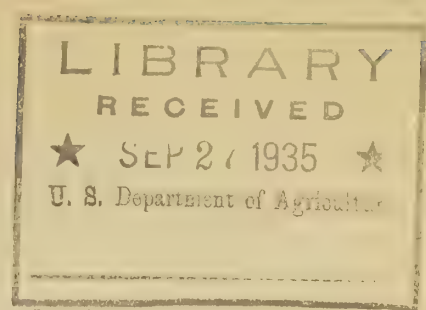
1901.

PRINTED BY

THE STATE PRINTING OFFICE

ALBANY, N. Y.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



September 20, 1935

To: State Supervisors of Vocational Agriculture.

From: Lyman E. Jackson, Specialist in Information, Regional Contact Section,
Division of Information, Agricultural Adjustment Administration.

Cooperative Relationships: Approved by J. A. Linke, Chief of the Agricultural
Education Service, U. S. Office of Education.

Subject: Preparation of Mailing Lists of State Supervisors, Teacher Trainers,
and Teachers of Vocational Agriculture.

Up-to-date mailing lists need to be prepared if the teachers of vocational agriculture in the United States are to be adequately served by the Division of Information of the Agricultural Adjustment Administration. It is proposed to prepare a number of lists, each list designed for a particular use depending upon the nature of the material to be forwarded.

The following lists are proposed.

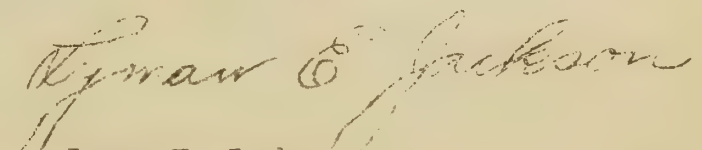
1. Agricultural Education Service, U. S. Office of Education.
2. State Supervisors of Vocational Agriculture.
3. Teacher Trainers in Vocational Agriculture.
4. State Supervisors, Teacher Trainers and Teachers of Vocational Agriculture by States.
5. State Supervisors, Teacher Trainers and Teachers of Vocational Agriculture by States and by interests in specific commodities.

It is in connection with the last list that the aid of State Supervisors is needed in particular. If each State Supervisor will forward a list of the teachers in his State with their interests in particular commodities indicated, this very important mailing list can be formulated. (See accompanying direction sheet for preparing this list.)

It will be noted that this mailing list is so designed that no material will be forwarded to teachers without State Supervisors receiving a copy. The above mailing lists will not only be available to the AAA but also to the Bureau of Agricultural Economics and to any other agency needing them.

The lists of teachers are needed as soon as possible.

Very truly yours,


Lyman E. Jackson
Specialist in Information

Enclosures.

Directions for Preparing Mailing List of Teachers of Vocational
Agriculture Grouped by States and According to
Interests in Specific Commodities

Many of the publications prepared by the Agricultural Adjustment Administration are concerned with certain commodity situations such as Corn and Hogs, Wheat, and Tobacco of various types. Such publications are of particular interest to teachers in certain areas only.

From the following list select the names of important commodities within a state to be inserted in the accompanying suggested form for preparing the mailing list.

1. Wheat
2. Cotton
3. Corn and Hogs
4. Dairy
5. Beef
6. Poultry
7. Sheep
8. Tobacco
 - (a) Cigar
 - (b) Flue-Cured
 - (c) Burley
 - (d) Fire-Cured
 - (e) Dark Air-Cured
 - (f) Maryland
9. Sugar
 - (a) Cane
 - (b) Beet
10. Rice
11. Peanuts
12. Rye
13. Barley
14. Potatoes
15. Flax
16. Other commodities - Teachers may be located in specialized production areas not represented above, i.e., horticultural crops. Insert the name of any commodity as indicated upon the accompanying form.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



September 30, 1935.

MEMORANDUM FOR ALL COMMODITY SECTIONS

General Regulations, Series B, which govern the conduct of hearings to be held in connection with investigations conducted to determine whether the Secretary shall institute production adjustment programs, provide in Section 201 (c) that at least fifteen days' notice be given before such hearings are held, unless an emergency requires a shorter period of notice.

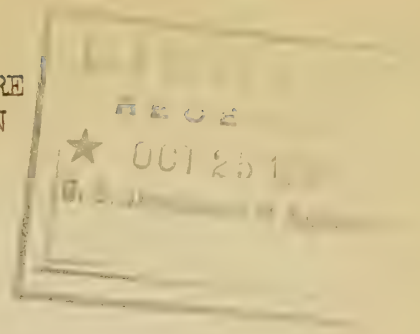
The above provisions should be put into effect immediately and all Commodity Sections should complete their preparations early enough to allow time for reasonable consideration by the Administrator and Secretary and the full fifteen days' notice before hearings.

A handwritten signature in cursive script that reads "Chester C. Davis".

Chester C. Davis,
Administrator.

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10/10/35

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



October 7, 1935.

MEMORANDUM FOR ALL SECTIONS

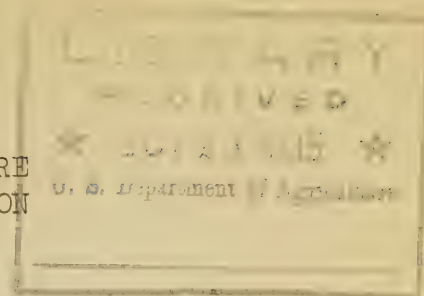
Whenever a Letter of Authorization to travel is requested in which it is stated that an employee's headquarters are to be changed, it will be necessary for the originating section to forward to the Office of Business Management a personnel recommendation (Green Sheet) requesting the same change of headquarters prior to approval of Letter of Authorization.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



October 15, 1935

MEMORANDUM FOR DIVISION DIRECTORS AND SECTION CHIEFS

In preparing all future instructions and regulations relative to the disposal of crops or commodities produced by individual contract signers in excess of their allotment, a clause should be included providing that unless the disposal of such commodity has been carried out in accordance with the rules and regulations that the signer shall be considered out of compliance, and that no payment on the contract will be made or, if advance payment has been made, that it shall be refunded.

Very truly yours,

A handwritten signature in cursive script that reads "Chester C. Davis".

Chester C. Davis,
Administrator.

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10/25/35
FOR THE PRESS

IMMEDIATE RELEASE

October 25, 1935
U. S. Department of Agriculture

The President today issued the following statement:

"In May, 1933, Congress enacted the Agricultural Adjustment Act, which was designed to relieve the distress then prevalent among farmers. Since that time several million producers have joined whole-heartedly with the Agricultural Adjustment Administration in far-reaching adjustment programs.

"I wish to pay tribute to the courage and perseverance with which these farmers, using the facilities made available by Congress, have fought their way out of the acute depression which engulfed them in 1932. They have been patient in the face of delay, tolerant of a host of irritations and undeterred by opposition because they knew they could never win except through cooperation on a national scale. The first opportunity farmers ever had to work together on such a scale was afforded by the Adjustment Act.

"The achievements of the AAA for agriculture are apparent to millions of farmers. The improved demand for city-made goods resulting from increasing farm buying power is reflected in better business in towns and industrial centers everywhere. The Adjustment Act has served the national welfare.

"There are people in this country who can see no room for further progress in agricultural adjustment. Of these, some would be content to continue the adjustment programs exactly as they are. There are even a few supporters of the AAA so well satisfied with what has been done that they would like to call the job complete and finished.

"But it never was the idea of the men who framed the Act, of those in Congress who revised it, nor of Henry Wallace nor Chester Davis that the Agricultural Adjustment Administration should be either a mere emergency operation or a static agency.

"It was their intention--as it is mine--to pass from the purely emergency phases necessitated by a grave national crisis to a long time, more permanent plan for American agriculture.

"Such a long time program is developing naturally out of the present adjustment efforts. As I see it, this program has two principal objectives:

"First, to carry out the declared policy of Congress to maintain and increase the gains thus far made, thereby avoiding the danger of a

slump back into the conditions brought about by our national neglect of agriculture.

"Second, to broaden present adjustment operations so as to give farmers increasing incentives for conservation and efficient use of the nation's soil resources.

"Simplification of present programs, with a view to increased flexibility, would readily lend itself to the broad objectives outlined. Decentralization of machinery to get more efficient administration closer to the farmers already has begun, and will be vigorously continued. To simplify administration, the AAA will work toward the objective of one contract per farm. The modifications planned, in addition to making administration easier, will facilitate production adjustment either upward or downward.

"The time may come when the AAA will prove as important in stimulating certain kinds of production as it has been in removing recent burdensome surpluses. For example, an expanded production of hogs, to replace shortages caused by drought, is contemplated under the proposed new corn-hog program, which is put up to a decision of producers in a nation-wide referendum tomorrow.

"Present and future production of supplies of food and fiber ample for this country's needs and for available export markets is a sound objective. However, there was nothing sound in the situation in the past when, spurred by ruinously low prices, farmers have been compelled to mine their soil of its fertility by over-intensive cultivation in a race to make up in volume of units what they had lost in unit price. This has resulted in waste on a colossal scale. Dust storms and mud-laden streams have been symbols of this exploitation.

"Tens of millions of acres have been abandoned because of erosion. This jeopardizes both consumer and producer. Real damage to the consumer does not result from moderate increases in food prices, but from collapse of farm income so drastic as to compel ruthless depletion of soil. That is the real menace to the nation's future food supply. That has caused farmers to lose their homes. It has hastened the spread of tenancy. It lies at the root of many serious economic and social problems besetting agriculture.

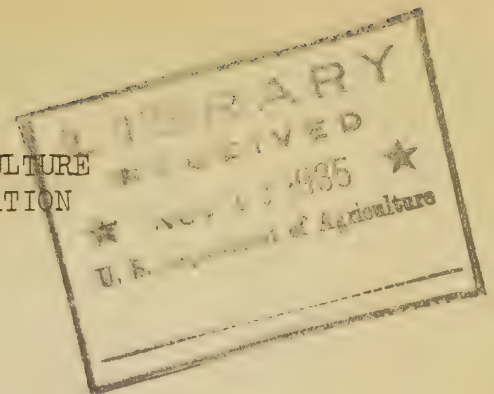
"Already the adjustment programs have made important gains in conservation and restoration of soil fertility. Many millions of acres which farmers have signed contracts to divert from surplus production are being devoted to legumes, pastures, hay and other crops which fertilize the soil and protect it from blowing and washing.

"The long-time and more permanent adjustment program will provide positive incentives for soil conservation. The benefit payments can be made on a basis that will encourage individual farmers to adopt sound

farm management, crop rotation and soil conservation methods. The crop insurance feature afforded by benefit payments will help farmers to maintain these beneficial systems of farming without interruption to poor crop years. Long-time adjustments can be adapted to natural soil advantages of regions and localities. Already the Adjustment Administration has under way local studies to help in working out farm progress on a county basis, so as to fit the best permanent use of the varying soil resources of the county, up to that county's share of available domestic and foreign markets. Thus, plans are being worked out that should encourage widespread cooperation of farmers in a permanent national soil maintenance program.

"The simplified and more flexible adjustment program of the future can be made to serve the permanent advantage of producer and consumer. It can iron out the succession of extreme market gluts and extreme shortages which in the past have alternately wrecked farm income and penalized city people with too high prices. It can protect the nation's heritage of soil, help farmers to produce up to the full possibilities of profitable export, and give this country the safest possible assurance of abundant food in the years to come. I can think of nothing more important to the permanent welfare of the nation than long-time agricultural adjustment carried out along these lines."

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



October 31, 1935.

MEMORANDUM TO DIVISION DIRECTORS

Effective immediately all documents requiring approval shall be forwarded from the responsible Division to the Office of the Administrator (Room 5970) in accordance with the attached manual of procedure.

All inquiries regarding the subsequent status of such documents will be directed to the same office (Branch 2635).

Chester C. Lane

Administrator.

MANUAL OF PROCEDURE FOR ADMINISTRATION DOCUMENTS REQUIRING
THE SIGNATURE OF THE SECRETARY.

All documents, including formal determinations in letter form but not other correspondence, for which the Divisions are responsible and which require the signature of the Administrator and/or the Secretary, shall conform henceforth to the following procedure, which supersedes all previous statements on this subject. The Division Director will be responsible for proper presentation to the Office of the Administrator. Dockets will be accepted by the Administrative Office when they are prepared in accordance with the following requirements:

SECTION I. GENERAL

(a) Documents formally executed by the Secretary (signed by him and taking the seal of the Department) shall be submitted in seven identical copies (one salmon), except marketing agreements and orders and amendments thereto, whereas documents approved by the Secretary shall be in five identical copies. Number of copies of supporting memoranda and recommendations is specified under Sections II to VIII inclusive. Letters to the Comptroller General attached in dockets shall be in form for transmittal, with all enclosures attached. Copies of forms, etc., in dockets will not be extracted for enclosure with such letters.

(b) All material to be printed, mimeographed or multigraphed, which will bear the Secretary's signature or his approval, should be submitted to the Printing Unit for review before submission to the Administrative office. Any revisions, deletions or insertions in any document must be separately initialed by the Section or Division Chief.

(c) Approval of concurring division heads will be indicated by their initials on a carbon copy of the document, except as specified under Sections II to V, inclusive. The salmon copy is reserved for initialing by the Administrator and Solicitor (and jurisdictional department officers). Double signature by the Administrator or Secretary should be avoided.

(d) All documents and memoranda (except outgoing letters, executive orders, presidential proclamations, and hearing papers) in each docket, must be punched and fastened into a folder with an Acco fastener. The name and copy number of the document must be placed on the outside of the folder, and the printer's copy indicated as such.

(e) Draft memoranda of recommendation from the Administrator to the Secretary shall be submitted with all documents. In such memoranda, the salutation shall be "Dear Mr. Secretary", the closing "Respectfully submitted", and signature indication, simply "Administrator."

(f) If the document is to be printed or duplicated and distributed, there must be included in every case a docket containing: (1) The most legible true copy of the document. (2) A request for mimeographing or printing. (3) A distribution list. If a tabular form as printed previously is similar to a new form, a copy should be attached as a guide for the printing unit and indicated as such.

SECTION II. MARKETING AGREEMENTS, ORDERS, AND AMENDMENTS THERETO.

- A. When an agreement or order or amendment thereto is proposed for hearing, or an agreement for tentative approval, there shall be presented:
1. Three dockets, each containing, in the following order, one copy of:
 - (a) Draft recommendation from the Administrator to the Secretary.
(See Section X, a.)
 - (b) Recommendation of Division Director, or of Section Chief bearing approval of the Division Director. (See Section X, b.)
 - (c) Legal opinion.
 - (d) Statement of Consumers' Counsel.
 - (e) Application for hearing if proposed by an industry.
 - (f) Agreement, order or amendment.
 2. Formal hearing papers or, when prepared for tentative approval, transcript of hearing.
 3. When proposed for tentative approval, two additional copies of agreement securely attached inside copy 2 of the docket.
 4. Docket as in I (f).
- B. When an agreement or an amendment thereto is proposed for final approval, there shall be presented:
1. Three dockets each containing:
 - (a) Draft recommendation of Administrator to the Secretary.
 - (b) Recommendation of Section Chief, including statement as to representation of signatories and approved by the Division Director. (See Section X, b.)
 - (c) Tentatively approved agreement or amendment thereto.
 2. Two additional copies of agreement or amendment thereto, securely attached inside copy 2 of the docket.
 3. Docket as in I (f).
- C. When an order is proposed for final approval, there shall be forwarded, or included with the docket as in B above:

1. Three copies each of:

- (a) Draft recommendation from the Administrator to the Secretary.
- (b) Legal opinion.
- (c) Statement of Consumers' Counsel, if order is not to be supported by signed agreement.
- (d) Report to the Secretary summarizing:
 - (1) Major substantive provisions of the Order.
 - (2) Facts adduced at the hearing and the manner in which those facts support the provisions of the order and the Secretary's findings of fact.
 - (3) Method of determining percentage of producers approving issuance of order.
 - (4) Percentage of representation of approving producers.

The report is to be signed by the Economist, approved by the Section Chief, Division Director and Administrator, and noted by the Secretary.

- (e) Order or amendment thereto.

2. One additional copy of the report to the Secretary and two additional copies each of the order or amendment, securely attached inside copy 2 of the docket.

3. Docket as in I (f).

D. The above procedure, insofar as applicable, shall be followed in preparing terminations of marketing agreements or orders.

SECTION III. OTHER PROGRAMS UNDER SECTION 8 OF ACT

A. When submitted for hearing, there shall be presented:

1. Five dockets, each containing:

- (a) Draft recommendation from Administrator to Secretary.
- (b) Memorandum of recommendation by Division Director (or Section Chief if approved by Division Director), approved by the Assistant Administrator (through Program Planning Division), Director of Finance, Consumers' Counsel, and the Solicitor.
- (c) Such economic analysis and justification of program to substantiate the points outlined in Appendix A of this office order, as may be developed from information available before hearing.
- (d) Summary of proposed program, if such program has been developed before hearing.

- (e) Any document or documents, including draft of contract, rulings, program summary, or any explanation thereof, to be publicly distributed as bases for hearing discussion.
- 2. Hearing papers (not bound into dockets).
- 3. Docket as in I (f).
- B. When proposed for approval after hearing there shall be presented:
 - 1. Five dockets each containing:
 - (a) Draft memorandum of recommendation from Administrator to the Secretary.
 - (b) Recommendation of Division Director, having concurrence of the Assistant Administrator (through Program Planning Division), Director of Finance, Consumers' Counsel, and the Solicitor. In event of non-concurrence, these officers will submit memoranda of explanation or objection.
 - (c) Statements by originating division covering:
 - (1) Complete economic analysis and justification of program. (See A, 1 (c), above in this section.)
 - (2) Summary of program as revised.
 - (3) Summary of hearing evidence, which shall include statements in accordance with appendix B of this office order.
 - (4) Documentary history.
 - (5) Statement of budget and explanation of development.
 - (d) Findings by the Secretary (1 salmon and 1 white copy securely attached inside cover of original docket).
 - (e) Proclamation.
 - (f) Contract and other basic forms, administrative rulings or other documents for distribution.
 - 2. Transcript of hearing.
- C. The above procedure, insofar as is applicable, shall be followed in recommending termination of a program.

SECTION IV. PRODUCTION CONTROL FORMS AND RULINGS.

- A. These shall be prepared, assembled, and presented in five dockets, each of which shall include the following in the order named:
 - 1. A draft recommendation from the Administrator to the Secretary (one page desirable) which shall briefly explain the document and its proposed utilization. (See Section X, a.)
 - 2. Memorandum of explanation and recommendation by the Division Director to the Administrator, which shall bear signature or initials of:
 - (a) Assistant Administrator (through Program Planning Division).
 - (b) Director of Finance.
 - (c) Solicitor (or legal memorandum from the Solicitor where he deems it necessary).

3. The form, ruling, or other document.
 4. In case of amended form, ruling, or other document, the original thereof.
- B. This section also governs procedure for memoranda of proposed changes in accepting or auditing contracts.
- C. Docket shall be submitted as in I (f).

SECTION V. PROCESSING TAXES AND COMPENSATORY TAXES.

The Division Director will be responsible for recommending and presenting:

- A. Five dockets each containing one copy of:
1. Draft of recommendation from the Administrator to the Secretary.
(See Section X, a.)
 2. Economic analysis and statement by Section Chief, approved by Division Director, with approval of memorandum of:
 - (a) Director of Finance.
 - (b) Consumers' Counsel.
 3. Legal memorandum from the Solicitor.
 4. Regulations (original and two copies in Docket No. 1) or hearing papers when prepared for hearing (see Section I (d)).
- B. Docket as in I (f).

SECTION VI. ENFORCEMENT DOCUMENTS

These shall be forwarded directly from the Office of the Solicitor with the approval of the Director of Marketing and Marketing Agreement Division and the Solicitor.

SECTION VII. FINDINGS ON LIMITATION OF IMPORTS.

There shall be submitted:

- A. Four dockets each containing:
1. Draft recommendation by Administrator to Secretary.
 2. Recommendation of Division of Marketing and Marketing Agreements, with initials or recommendation of:

- (a) Consumers' Counsel.
- (b) Solicitor.

Findings and economic brief of that division.

- 3. Statement and recommendation by Commodity Section regarding relation of proposed import limitation to commodity and adjustment program (approved by Director in case of one of four commodity divisions).
- B. Draft letter of recommendation to the President (usual number of copies).
- C. Draft letter by the President, directing investigation or no further action.

SECTION VIII. MISCELLANEOUS.

All other documents, such as: administrative orders; general regulations; quota regulations, orders, determinations, or announcements; import quota fulfillment; designations or authorizations; price determinations, secretarial proclamations, etc.; but excepting proration allotments; to be executed by the Secretary shall be presented in seven copies (one salmon) for final approval; together with supporting data in five copies if relating to production adjustment, or three copies if relating to agreements or orders (extra copies of documents securely attached inside cover of Docket No. 1). Generally, documents vitally affecting operation of marketing agreements and orders require approval (initials) of those officers approving the agreement or order; likewise, documents relating to production adjustment programs will be approved by those officers indicated under Section IV. However, those documents which are purely administrative or legal in character, and do not substantially change any phase of the program, require only the approval of the Solicitor. Division heads will indicate their approval by initialing copy of the document (see Section I (c)). In every case, there are required a memorandum of recommendation and explanation to the Administrator approved by the Director of the originating division, and draft memorandum from the Administrator to the Secretary.

Drafts of Executive Orders and Presidential Proclamations shall be submitted in seven copies, double-spaced, on paper 8 x 12 1/2 inches, with a left-hand margin of two inches, and no indicated line for signature. The accompanying letter from the Secretary to the President shall bear in the upper right-hand corner a notation of transmittal through the Budget Bureau, Attorney General, and Secretary of State. Supporting memoranda will be in the usual five copies. (For make-up and style of such orders see memorandum No. 637 by the Secretary, dated August 29, 1935).

SECTION IX. APPROVAL NOTIFICATION, DISTRIBUTION AND FILING.

All requests for information regarding the status, form or disposal of these documents following their recommendation to the Office of the Administrator, will be made of the Administrative Office, which is responsible

for official notification of approval of documents by the Secretary within the Administration, and is charged with determination of the effective date of approval documents and notification thereof for press release.

All documents will be sent directly to the Secretary from the Office of the Administrator, where they will be returned after approval or execution for appropriate distribution. The originals of all recommendations and opinions in connection with all the above documents and the originals of documents approved by the Secretary will be permanently filed in the Information Division (Permanent Records Unit). The originals of documents executed by the Secretary, and of designations and authorizations, remain in the Secretary's file room.

SECTION X. FORM OF APPROVAL.

A. Approval by the Secretary.

1. For production forms, etc., to be approved by the Secretary, notation as below shall be provided on the memorandum of recommendation by the Administrator to the Secretary.

Approved:

Secretary.

Except that in cases of memoranda recommending changes in accepting or auditing contracts, the approval of the Secretary may be provided for on the memorandum setting forth the recommendations in detail.

2. For administrative rulings, space should be provided only at the end of the ruling, or set of rulings, as follows:

Secretary of Agriculture.

Dated _____

3. For marketing agreements proposed for tentative approval, the word "tentatively" shall be inserted before "approved", as above in 1.

B. Approval by the Division Director.

1. In general, all memoranda of recommendation by the Section Chief shall be approved by the Division Director below the Section Chief's signature, unless the Director elects to direct an additional memorandum to the Administrator.

Chester C. Davis
Administrator.

APPENDIX A.

The justification for initiation of commodity adjustment programs, referred to in Section III, should include data demonstrating that:

- A. The current average farm price of the commodity is less than fair exchange value or average farm price is likely to be less for the period in which production of such commodity, etc. (see Section 8 (1) (a) of Act, as amended).
- B. The conditions of and factors relating to the production, marketing, and consumption of such commodity are such that the exercise of one or more of the powers vested in the Secretary by subsections (2) and (3) of section 8 of the Act would tend to effectuate the declared policy (see Section 8 (1) (b) of the Act).
- C. The proposed program is administratively practicable.
- D. The proposed program involves the exercise of one or more of the following powers which is better calculated than the others to effectuate the declared policy:
 1. To provide, by agreements with producers or other voluntary methods, for adjustment in acreage or production for market, and rental and benefit payments, etc. (see Section 8 (2)).
 2. To make payments:
 - (a) To remove from the normal channels of trade and commerce quantities of any basic agricultural commodity or product thereof.
 - (b) To expand domestic or foreign markets for any basic agricultural commodity or product thereof.
 - (c) In connection with the production of that part of any basic agricultural commodity which is required for domestic consumption.
- E. If the proposed program involves the use of adjustment contracts or other voluntary methods:
 1. The adjustment in acreage or in production for market of the commodity contemplated by the program will tend to effectuate the declared policy and will make the program practicable to administer.
 2. The rental and benefit payments in connection with such agreements or methods are in such amounts as are fair and reasonable, best calculated to effectuate the declared policy, and to make the program practicable to operate and administer.

F. If the proposed program involves an exercise of one of the powers under Section 8 (3) of the Act (see Para. D, 2, above) that:

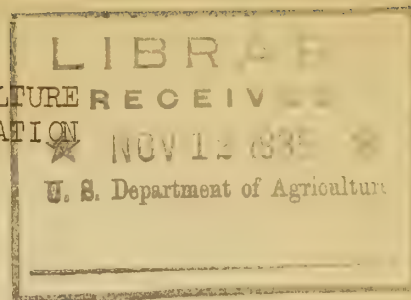
- (a) The payments contemplated are fair and reasonable and best calculated to effectuate the declared policy of the Act.

APPENDIX B.

The summary of hearing evidence, mentioned under Section III, subsection B, shall include statements digesting briefly the complete transcript of hearing (including exhibits and briefs) as to the following points:

- A.
 - 1. Place(s) and date(s) of hearing(s), and time consumed.
 - 2. Brief summation of individual and group interests represented at the hearing.
 - 3. Reference to evidence upon which Commodity Division's recommendation of proposed findings to be made by Secretary is based.
 - 4. Objections raised at the hearing to the initiation of the proposed or other program, and the reasons for such objections.
 - 5. Suggestions made at the hearing for modification of proposed program or for a substitute program.
 - 6. Statement as to nature and extent of approval or disapproval of program at hearing.
- B.
 - 1. Discussion of objections and answers thereto.
 - 2. Discussion of proposed modifications or substitute proposals and recommendations of Commodity Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



November 7, 1935.

MEMORANDUM TO DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

In accordance with memorandum from the Director of Personnel, Department of Agriculture, dated November 5, 1935, you are hereby advised that the use of master classification sheets in connection with personnel appointments, transfers or promotions in the Agricultural Adjustment Administration is hereby discontinued, effective at once.

For your information, I am quoting below that part of the memorandum from the Director of Personnel, Department of Agriculture, relating to this change in procedure:

"Hereafter no appointments to or transfers from Master Sheets will be approved, and the use of Master Sheets is hereby discontinued. In future all cases of proposed advancement from grade to grade will be submitted on individual classification sheets in accordance with the procedure generally followed in the Department."

In the future there will be no classification of a vacancy until the name of the proposed appointee is submitted, except in cases where Civil Service certificates have been requested. In submitting personnel recommendations for new appointments, transfers or promotions, you will give an exact description of the duties in each and every instance, in order that an individual classification sheet number may be affixed for each position.

In order that our records may be corrected in accordance with the above instructions, you are also requested to submit personnel recommendations setting forth the exact duties performed by each employee assigned to master sheets now under your supervision, to the Office of Business Management at the earliest practicable date.

A handwritten signature in cursive script, reading "T Weed Harvey".

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

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November 13, 1935.

MEMORANDUM TO DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

I am advised by the Solicitor that officials of the Agricultural Adjustment Administration occasionally submit requests for legal opinions and for the preparation and approval of documents directly to the attorneys in the AAA Division, Office of the Solicitor. In this connection, your attention is called to my memorandum on this subject dated March 22, 1935, and addressed to directors of divisions and chiefs of sections.

In order that the activities of this Administration and those of the Solicitor's Office may be coordinated in the interest of efficiency and the expeditious handling of legal problems, the following procedure will be observed hereafter:

When the Agricultural Adjustment Administration desires a legal opinion or memorandum from the Solicitor's Office, or desires the assistance of that office in the preparation of a docket or other document, a request therefor, in writing (original and one carbon), will be addressed to the Solicitor by the Administrator or by a division director or section chief. These requests and all dockets and other documents prepared by the Agricultural Adjustment Administration and requiring the approval of the Solicitor will be delivered, in the first instance, to the Solicitor's file room, 4741 South Building.

A record will be made in the file room of each of these matters and it will then be assigned to an attorney by the Solicitor or a section chief. The assignments will be made promptly and no undue delay will result from this procedure. If the official making a request or submitting a document will note thereon the name of the person or persons who are chiefly interested in the subject matter, the Solicitor's office will be glad to furnish to such person or persons the name of the attorney to whom the matter is assigned. This will enable the Agricultural Adjustment Administration to keep in touch with the progress of the matter in the Solicitor's Office.

It is not the desire of the Solicitor or the intention of this memorandum to prohibit or restrict informal conferences between officials of the Agricultural Adjustment Administration and the members of the Solicitor's staff.

Chester C. Davis

Chester C. Davis,
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

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December 6, 1935.

MEMORANDUM FOR ALL SECTIONS

Attached is copy of a letter and enclosure sent to bureaus of this Department changing procedure in connection with the leasing of office space and purchase or rental of office equipment for use in performing work for the Agricultural Adjustment Administration.

Commodity Sections are required to follow the procedure as outlined in paragraph four of the attached procedure.

Very truly yours,



T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

November 21, 1935

MEMORANDUM TO DR. C. W. WARBURTON
Director of Extension Service


Dear Dr. Warburton:

Effective immediately the policy of this Administration with regard to leases of office space, or purchase and rental of office equipment, in connection with AAA activities being performed by your bureau will be as follows:

1. LEASES. Any office space needed will be made the subject of a separate request outlining in detail all requirements and immediately forwarded to the Office of Business Management, Agricultural Adjustment Administration, for proper disposition.

2. All equipment in connection with AAA programs which it becomes necessary to purchase or rent shall be requested through the Agricultural Adjustment Administration in accordance with procedure attached. This policy will be carried out regardless of Exhibits "A" which may now be in force and such funds not expended from these Exhibits "A" will be returned to AAA after completion of the work originally covered by the Exhibits "A". Future Exhibits "A" may contain an estimate of the cost of equipment which it may be necessary to purchase; however, if this item is included it shall only be recognized as an informational item.

Yours very truly,



W. F. Callender,
Assistant Administrator.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

PROCEDURE TO BE FOLLOWED IN REQUESTING EQUIPMENT
BY BUREAU OF AGRICULTURAL ECONOMICS AND EXTENSION
SERVICE THROUGH AGRICULTURAL ADJUSTMENT ADMINISTRATION

Requisitions for equipment shall be prepared on Property and Supply Form No. 17 in the originating bureau as follows:

The blank space after the wording "Section Request Number" should be left blank, however, the bureau preparing this requisition should establish a series of numbers starting with number one, prefixed by its bureau letters, such as EXT-1. This number should be placed immediately below "Section Request Number" space. After the words "Name of Section" should be inserted the name of the bureau involved. After the wording "Unit or Subunit" should be inserted the name of the commodity for which equipment will be used. The Appropriation and Project Symbol should be left blank for filling in by the commodity section of the AAA involved. This requisition should be signed in the space allocated for Section Chief's signature. The body of the requisition should state as fully as possible the complete description of articles requested so that the Property and Supply Section of the AAA can readily identify the items wanted.

It is suggested that this requisition be prepared in quadruplicate, retaining one copy in the originating office and forwarding three copies to the commodity section involved with a memorandum stating the necessity for the equipment.

The section of the AAA upon receipt of these requisitions will immediately initial or sign the requisition and retain one copy in its office and forward same through the Division Director's Office for initialing and numbering, who in turn will forward requisitions to the Property and Supply Section in duplicate.

RENTAL OF EQUIPMENT

The requests for rentals of equipment will be handled in the same manner, with exception that body of the requisition should state the length of time for which equipment will be needed so that the Property and Supply Section can determine whether it would be more advantageous to rent or purchase same.

EMERGENCY REQUIREMENTS

If an emergency arises in the field where it is necessary to obtain equipment at an earlier time than it could be purchased and shipped, the field offices should wire their Washington headquarters

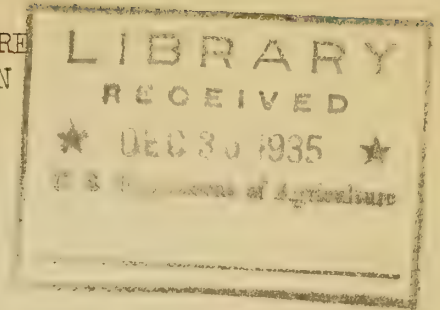
of the circumstances and their needs, such wire being approved by the section of the AAA involved and forwarded to the Property and Supply Section who in turn will deal directly with the field representative and furnish him necessary instructions.

PROPERTY INVENTORY RECORDS

Property inventory records pertaining to equipment purchased or rented for delivery to offices of the Extension Service shall be maintained by the Property and Supply Section of the Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



December 18, 1935.

MEMORANDUM FOR DIRECTORS OF DIVISIONS

In order to coordinate to better advantage the activities of various divisions and sections interested in our marketing agreement program on the Pacific coast, we have established a Pacific Region Marketing Committee, of which Mr. E. L. Markell of the General Crops Section is chairman, and Mr. R. L. Burgess of the Division of Information, is secretary. Represented on this committee also are members of the field staff of the Solicitor's office, Consumers' Counsel and the Field Investigation Section. Mr. H. R. Tolley of the Giannini Foundation is acting as an advisory member of the committee.

It will be helpful to the members of our staff located on the Pacific coast and also to those here in Washington who may be traveling on the Pacific coast on official business, if they will in all instances establish contact with the chairman of this committee in order that there may be a thorough mutual understanding of all activities being carried on.

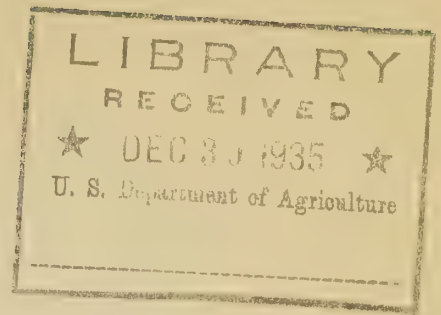
The offices of the divisions referred to above are located in 204 Shattuck Square Building at Berkeley, California. I am sure that representatives of the Administration engaged in activities outside of the marketing agreement program will be welcome to utilize the facilities of this office. Will you please call this memorandum to the attention of members of your staff.

A handwritten signature in cursive script, reading "Chester C. Davis".

Chester C. Davis.
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



December 19, 1935.

MEMORANDUM TO ALL SECTIONS

In accordance with the provisions of Executive Order #7249, dated December 12, 1935, all employees of the Agricultural Adjustment Administration, whose regular working hours are from 9 a. m. to 4:30 p. m., will be excused from duty at 1 p. m. on Tuesday, December 24, 1935 and at 1 p. m. on Tuesday, December 31, 1935.

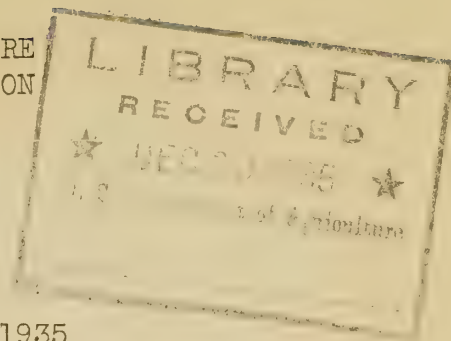
Employees whose regular working hours are other than from 9 a. m. to 4:30 p. m. will be required to perform only four hours of Service on Tuesday, December 24, 1935 and Tuesday, December 31, 1935.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



December 21, 1935

MEMORANDUM TO ALL SECTIONS

Your attention is invited to Paragraph 684 of the Administrative Regulations, which is quoted below, with regard to the improper use of United States mail sacks:

"Paragraph 684. Mail Sacks; Improper Use - The use of United States mail sacks for storing records, books, and any other matter, and the dragging of filled mail sacks over floors and pavements in handling, is prohibited. The contents of mail sacks should be removed immediately upon receipt and the sacks returned to the Post Office Department."

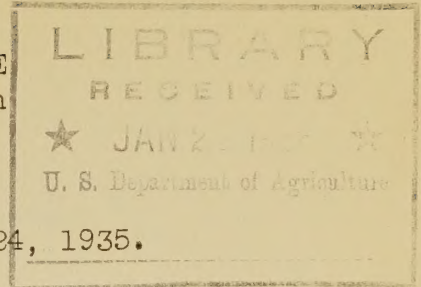
It has been observed that some of the bureaus and emergency agencies are using these mail sacks in violation of the regulation and it will be appreciated if you will take the necessary steps to correct this situation.

Jospeh Haley,
Chief, Division of Operation.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



December 24, 1935.

MEMORANDUM TO DIVISION DIRECTORS AND SECTION CHIEFS

Attendance at the Secretary's press conferences has been marked by increasingly large representation from the Agricultural Adjustment Administration and other branches of the Department of Agriculture. The number of people from the entire Department in attendance at times actually exceeds the number of newspaper men who are present.

The Secretary's Office is taking steps to reduce the attendance from other units of the Department, and it seems desirable for the Adjustment Administration to take similar action. It is therefore suggested that as a general rule press conference attendance from the Administration be limited to:

The Administrator.

The Assistant Administrator.

Assistants to the Administrator.

Certain designated representatives of the
Division of Information.

Those Division Directors and others whose
attendance at a particular press
conference is suggested by the Direc-
tor of the Division of Information, in
view of the situation, and the subject
matter likely to be discussed.

Compliance with this suggestion will be appreciated, and will enable us to cooperate with the Secretary's Office in the effort to prevent over-crowding at the press conferences.

Sincerely,

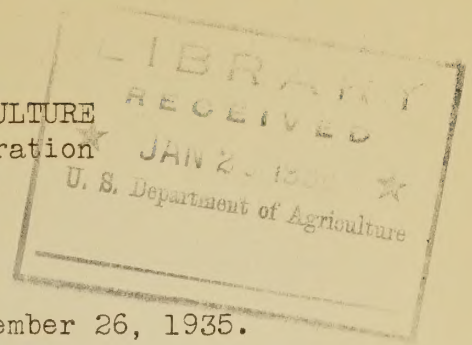
Chester C. Davis

Chester C. Davis

Administrator.

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Ad 7m

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



December 26, 1935.

MEMORANDUM FOR ALL SECTIONS

Effective immediately, my memorandum of October 7, 1935, regarding change of headquarters in Letters of Authorization, is amended to read as follows:

Whenever a Letter of Authorization to Travel is requested in which it is stated that an employee's headquarters are to be changed, two copies of a Personnel Recommendation requesting such change of headquarters must be attached to the Request for Letter of Authorization and forwarded to the Office of Business Management before action on the Request for Letter of Authorization can be taken.

A handwritten signature in cursive script that reads "T. Weed Harvey".

T. Weed Harvey,
Assistant to Administrator.

